

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 4, 1987

ALL COUNTY LETTER NO. 87-22

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: AUTOMATIC REGISTRATION REQUIREMENTS FOR WIN DEMO AND GAIN

As you know, emergency regulations establishing automatic registration became effective September 5, 1986. Several issues arose from written testimony prior to the public hearing held October 15, 1986. As a result, the Department revised the regulations to address the areas of concern. This letter addresses those topics identified from written testimony as well as other questions posed to State staff and provides county welfare departments (CWDs) with guidelines consistent with the revised regulations.

The primary concern was the date on which an individual becomes registered. Since automatic registration eliminates the need for the registrant's signature on the registration form, there is no specific date of registration. Individuals defined in MPP 42-625.1 are simply deemed registered for AFDC eligibility purposes whenever they apply for aid or change from exempt to nonexempt status. Since registration occurs automatically, it has no effect on the beginning date of aid. Therefore, references in the emergency regulations have been deleted which linked registration of individuals with the listing of their names on the AFDC Statement of Facts.

WIN Demo Automatic Registration

Although a registrant-signed form is not required, the individual shall be notified about the WIN Demo Program and his/her rights and responsibilities. Attached are reproducible copies of rights and responsibilities forms (CA 1025 and CA 1026) for mandatory and volunteer registrants. CWDs may use the SDSS developed forms or a county developed form using the language from the state form. While the form can be issued at any time during the application process, we suggest that it be issued at the same point that counties would have advised registrants of their rights and responsibilities before automatic registration was implemented. A supply of the rights and responsibilities forms will be available in English and Spanish from the Department of Social Services (DSS) warehouse within the next month.

WIN Demo Referral and Tracking

Counties may continue to use the WD 5-95 (WIN Demo registration and report form) as the referral document to the WIN Demo social worker and EDD or develop their own referral and/or tracking forms.

GAIN Registration

As in WIN Demo, GAIN registration is automatic whenever a nonexempt individual applies for aid or otherwise needs to be registered. The emergency regulations, however, made reference to a "date of registration", and linked registration of individuals with the appearance of their names on the AFDC Statement of Facts. As stated earlier in this letter, because registration is automatic those references have been deleted.

Although the requirement that nonexempt individuals must register has been eliminated, the CWD must notify individuals of their registration with GAIN and describe what that registration signifies (see MPP 42-760.3). The GAIN registration form (GAIN 24) has been revised to meet this notification requirement. Notification is provided to the registrant at any point during the application process deemed most appropriate by the CWD. The GAIN 24 must be used by the CWD to document registration, unless an alternative form has been approved by the GAIN Implementation Bureau. A camera-ready copy is attached for your use. The form will be available in the DSS warehouse within the next month. Translated copies will be sent to the CWDs under separate cover as soon as they are available. The current GAIN 24 can be used until the state form is available or a county-developed form has been approved by this Department.

GAIN Appraisal

For purposes of determining the start of the 20 working day timeframe to complete the GAIN appraisal activities, the following instructions apply:

The CWD shall conduct the appraisal within 20 working days from the date the applicant/recipient or caretaker relative signs the AFDC Statement of Facts in the presence of an eligibility worker. However, if the registrant is a phased-in participant, a volunteer, or an exempt recipient who becomes nonexempt, the CWD must complete the appraisal within 20 working days from the date on the notification of registration.

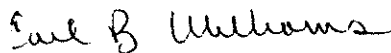
Because concerns have been raised regarding the adequacy of the 20 working day timeframe, the Department will monitor this process and will evaluate the need for revision in this area upon further input from operational GAIN counties.

GAIN Reporting

GAIN registrants reported on the GAIN Monthly Activity Report (GAIN 25) shall be the number of registrants who have been provided with notification of registration (GAIN 24 or approved county form).

If you have any questions regarding WIN Demo registration, please have your staff contact Ellie Kemp of the Employment Services Bureau at (916) 323-5206. Questions regarding GAIN registration should be directed to your GAIN county operations consultant.

Sincerely,



CARL B. WILLIAMS
Deputy Director
Employment and Community
Services Division

Attachment(s)

WIN DEMONSTRATION PROGRAM RIGHTS AND RESPONSIBILITIES (Volunteer Registrant)

Registrant:

Date:

Case Number:

District Stamp:

You have volunteered to register for the WIN Demonstration (WIN Demo) Program.

EXPLANATION OF THE WIN DEMONSTRATION PROGRAM

The WIN Demo Program is designed to help you find work and become self-supporting. The county welfare department will expect you to cooperate and participate in the employment services provided by the Employment Development Department. If you need care for your child(ren) in order to participate, it will be provided at no cost to you.

If you decide that you do not want to participate, you will no longer be registered for the WIN Demo Program. However, you will stay on aid and the amount of your aid will remain the same.

RIGHTS AND RESPONSIBILITIES

It is your responsibility to tell your county worker if you:

- Move.
- Get a job.
- Change child care arrangements.
- Lose your exempt status.

In order for you to remain registered, you are expected to do the following:

- Report for all WIN Demo appointments which are scheduled for you.
- Accept and keep appointments for job interviews.
- Seek and accept an offer of employment.
- Accept assignments to other WIN Demo activities.

IF YOU DECIDE THAT YOU DO NOT WANT TO VOLUNTEER, CONTACT YOUR COUNTY WORKER IMMEDIATELY.

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GAIN REGISTRATION

DATE: _____

CASE NAME: _____

CASE NUMBER: _____

REGISTRANT'S NAME: _____

EXPLANATION OF THE GREATER AVENUES FOR INDEPENDENCE PROGRAM

The Greater Avenues for Independence Program, known as GAIN, is designed to provide employment services and supportive services that will help people who receive AFDC find work and become self-supporting.

A. ☐ MANDATORY REGISTRANTS

You have been registered for GAIN.

Under GAIN, you and the county will be required to enter into a contract. The contract will show what your program activities and requirements are and what services the county must offer you. The contract will also give you a detailed explanation of all your rights, duties, and responsibilities under GAIN.

It is your responsibility to tell your county worker if you move, get a job, change your child care or other supportive services, or have problems in meeting the program requirements.

The amount of your assistance may be reduced or discontinued or you may be placed on money management if you do not:

- Keep appointments made by your county worker.
- Keep appointments for job interviews.
- Enter into a contract between you and the county.
- Follow the program activities in the contract.
- Meet all the requirements in the contract.

Before stopping or reducing your cash aid or placing you on money management for not doing any of these things, you will be given a chance to say why you did not. If you have a good reason, your cash aid will not be affected.

B. ☐ EXEMPTIONS

You have been registered for GAIN because you are not exempt. A person is exempt if he or she:

- Is a child under 16 years old.
- Is a child who is 16, 17, or 18 years old but goes to school (not college) full-time.
- Is temporarily ill or injured and the illness or injury would keep him or her from working.
- Is over 64 years old.
- Is physically or mentally unable to work or is pregnant.
- Lives so far away from the service provider that he or she cannot participate.
- Is required to stay home to take care of someone in the household who is unable to care for himself or herself.
- Is the parent or caretaker of a child under 6 who is responsible for providing full-time care for the child.
- Has another adult in the home participating in GAIN.
- Works or expects to work 30 hours or more per week in regular employment that should last at least 30 days.
- Is a parent who is not the principal wage earner when the principal wage earner in the home is registered for GAIN.

C. ☐ VOLUNTEERS

You are not required to register with GAIN but you have volunteered to participate. You are a voluntary registrant.

You have the same rights and responsibilities as a mandatory registrant except that you may decide not to meet the requirements at any time without affecting your cash aid. However, if you do not have a good reason, you will not be allowed to voluntarily participate in the program for a period of six (6) months.

If you become a mandatory registrant (see Item A), your county worker will notify you of the change.

If you disagree with any program requirements, you can ask for a state hearing.

If you have any questions or think that you should not be registered, call _____ at _____

(COUNTY WORKER)

(PHONE)

DEREGISTRATION:

☐

EMPLOYED

☐

SANCTIONED

☐

AFDC DENIED

☐

BECAME EXEMPT

☐

OTHER

DATE: _____

COMMENTS: _____